

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 0813***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: POLICE SERGEANT**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide first line supervision of officers within an assigned division and to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all city statutes, ordinances and the laws and regulations of the state, and to perform investigations, special details, and specific assignments.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Delegates investigations, patrols, special assignments, or other shift tasks to subordinate personnel; schedules in-service training; approves vacations and leave time; adjusts schedules, staffing, and/or requests overtime to ensure adequate manpower at all times.

Oversees and monitors daily activities of assigned shift or unit; assists officers with complex situations and cases; distributes information and relays special instructions received during a watch.

Instructs and directs subordinates regarding proper procedures and protocol of the department; inspects personnel for compliance with guidelines, uniform requirements, and other departmental regulations.

Enforces all city and state codes, ordinances, laws and regulations, in order to protect life and property and to prevent crime and promote security.

Patrols areas including city streets, parks, neighborhoods, and businesses to ensure security and to make observations for prowlers, vagrants, suspicious persons and violators.

Identifies patterns and developing trends of crime activity by collecting and reviewing data; develops strategy to manage same.

Establishes and maintains positive public relations; attends and addresses neighborhood groups, schools, civic organizations, and churches; assists with community activities, programs, and crime prevention; directs subordinates in these functions.

Forms partnerships with citizens, community groups, and other agencies to identify and solve problems and improve the quality of life.

Participates in public speaking engagements and presentations.

Conducts, monitors, and/or oversees details and progress of investigations into criminal activity; interviews and obtains statements from victims, witnesses, and confidential informants; processes crime scenes.

Identifies suspects; conducts surveillance on subjects and monitors conversations; pursues leads/information obtained from witnesses; determines reliability of information and probable cause; interrogates suspects; organizes photographic and identification line-ups.

Develops detailed analyses of information in order to formulate supportable conclusions; obtains relevant information; gathers supporting evidence.

Approves, obtains, and executes warrants; processes evidence and property; serves subpoenas; documents case information and prepares case files; appears in court to present evidence and testimony.

Identifies illegal drugs and hazardous materials; maintains knowledge of prescription drugs.

Performs functions at accidents, emergencies, fires, and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; interacts with EMS teams.

Establishes road blocks; administers roadside field sobriety tests; writes citations; identifies wanted persons/vehicles; impounds vehicles; assists stranded motorists; ensures roadways are clear of obstacles and hazards.

Performs other duties including monitoring and responding to calls for assistance, backing fellow officers, investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, effecting arrests, and processing and transporting prisoners.

Contacts command/supervisory personnel for emergency response and critical incident communications.

Enters/retrieves data to/from computer system including stolen property, investigation data, personal and criminal records check, arrest and wanted information, and background and history information; reviews crime statistics.

Responds to questions, complaints, and requests for information by telephone or in person from news media, merchants, community/civic organizations, the general public, officers, employees, superiors, and other individuals; conducts internal

investigations as assigned.

Exchanges information with dispatchers, attorneys, court personnel, fire and EMS personnel, medical examiner, medical professionals, and other departments and agencies; communicates effectively on law enforcement radio.

Reviews documents processed by subordinates to ensure accuracy; discusses errors and recommends methods of corrective action; provides technical assistance as needed.

Maintains current field and code manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review.

Schedules and conducts shift meetings; attends supervisory meetings, professional seminars, and training sessions as required to maintain knowledge of departmental and city operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Completes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; prepares and maintains files and administrative records.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

### **ADDITIONAL FUNCTIONS**

May perform special operations, investigations, and/or team activities such as media and/or public information, special response team (SRT/SWAT), public housing, mounted, bike, school resource officer (SRO), parks, traffic, DUI task force, negotiations, juvenile, vice, homicide, burglary and robbery, various type thefts and abuse, arson, bomb technician, warrants, gang unit, narcotics, DARE, PAL, evidence/property control, identification, communications, field training, canine handler/trainer, training, teaching, fleet services, division liaison, and/or other duties as assigned.

Assists with interdepartmental duties and city activities as needed which may include working within school zones, directing traffic, providing security at city social events and athletic activities, special escorts, crowd/riot control, or other special assignments.

Performs special tasks which may include assigning vehicles, taking photographs and fingerprints, obtaining and inventory control of supplies, equipment, and/or property, verifying and processing warrants, summons, and related paperwork, preparing lesson plans, and writing manuals.

Maintains cleanliness of vehicle; refuels, checks fluids and tires, and requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

Answers the telephone; provides information, advice and guidance; takes and relays

messages and/or direct calls to appropriate personnel; returns calls as necessary.

May oversee and promote, coordinate, teach, and/or participate in Crime Stoppers, DARE, and/or PAL programs.

Substitutes for other supervisors and/or co-workers in temporary absence of same.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in Criminal Justice, Public Administration, Social Sciences, or a closely related field; supplemented by one (1) year of progressively responsible experience and/or training in law enforcement or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee driver's license. Must meet all promotional eligibility requirements. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must be Peace Officer Standards and Training (P.O.S.T.) certified as a law enforcement officer. Must be certified in Cardiopulmonary Resuscitation (CPR). Must be qualified and meet all legal requirements to carry a firearm. May be required to attain and maintain additional certifications specific to assigned division. Supervisory experience preferred.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, smoke, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, chemicals, explosives, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.